

# ***CHANGE AN ORDER***

On the iSupplier Portal, you can propose changes on an order from your buyer.

The change may relate to the quantity ordered, the price or delivery date.



**Prerequisite:** have a connection to iSupplier Portal

To submit a change request click **Request Changes** after selecting the order concerned.

The screenshot shows the Oracle iSupplier Portal interface. At the top, there are navigation tabs for Home, Orders, Shipments, Planning, Finance, and Admin. Below these are sub-tabs for Purchase Orders, Agreements, Purchase History, and Work Confirmations. The main content area is titled 'Purchase Orders' and includes buttons for 'Multiple PO Change' and 'Export'. A 'Views' section allows filtering by 'All Purchase Orders'. Below this, there are buttons for 'Acknowledge', 'Request Changes' (highlighted with a red box), and 'View Change History'. A table lists three purchase orders with columns for Select, PO Number, Operating Rev Unit, Document Type, Description, Order Date, Buyer, Currency, Amount, Status, Acknowledge By, and Attachments.

Select	PO Number	Operating Rev Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	<a href="#">4080104572</a> 0	408_OU	Standard PO		07-Jul-2015 15:49:22	<a href="#">Ramirez Burillo, Ines Maria</a>	EUR	2,000.00	Accepted	26-Jul-2015 06:00:00	
<input type="radio"/>	<a href="#">4080104571</a> 1	408_OU	Standard PO		07-Jul-2015 15:47:35	<a href="#">Ramirez Burillo, Ines Maria</a>	EUR	2,000.00	Requires Acknowledgment	26-Jul-2015 06:00:00	
<input type="radio"/>	<a href="#">4080104570</a> 0	408_OU	Standard PO		07-Jul-2015 15:42:22	<a href="#">Ramirez Burillo, Ines Maria</a>	EUR	2,000.00	Requires Acknowledgment	28-Jul-2015 06:00:00	



- To request a **cancellation of the purchase order**, thank you to contact the buyer directly so that he can take appropriate action.
- No changes can be made to an order whose status is **“Requires Acknowledgement”**.

In **PO Details** framework, click:

- **Show** to view data relating to an order line
- **Show All Details** to view every order lines.

**PO Details**

✓ **TIP** You can cancel the entire order or specific lines.  
 ✓ **TIP** Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.

[Show All](#) [Hide All](#)

Details	Line	Type	Item/Job	Revision	Item	Supplier	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
<a href="#">Show</a>	1	Goods					ETUDES AUTOMATISMES N1 COUPEUSE NST - AG, et REALISATION COUPEUSE NC - AG	UN	1	563429.25	563,429.25					Open				
<a href="#">Show</a>	2	Goods					MONTAGE, TEST EN PLATEFORME et DÉMONTAGE, Machine prête au transport Remarques : - 25% du total de la commande - selon Cahier Des Charges signé n° 11824-00097-GS1 Rev. -	UN	1	313016.25	313,016.25					Open				
<a href="#">Show</a>	3	Services					INSTALLATION DE COUPEUSE NC - AG SUR SITE CGR (Brésil),	UN	1	250413	250,413.00					Open				
<a href="#">Show</a>	4	Services					DEMARRAGE DE COUPEUSE NC - AG SUR SITE CGR (Brésil) ET FORMATION, Remarques : - 9,6% du montant total de la commande - Selon Cahier Des Charges signé n° 11824-00097-GS1 Rev. -	UN	1	120718.5	120,718.50					Open				
<a href="#">Show</a>	5	Services					ASSISTANCE EN PERIODE PROBATOIRE (après RF + 1 UN sem), Remarques : - 0,4% du montant total de la commande - Selon Cahier Des Charges signé n° 11824-00097-GS1 Rev. -	UN	1	4488	4,488.00					Open				

**Additional Change Requests**

If you need to submit more changes in addition to those that have been submitted above, you can specify them here

Additional Changes

[Return to Orders: Purchase Orders](#)

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**PO Details**

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✓ **TIP** Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.  
[Show All](#) [Hide All](#)

Details	Line	Type	Item/Job Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
<a href="#">Show</a>	1	Goods			ETUDES AUTOMATISMES N1 COUPEUSE NST - AG, et REALISATION COUPEUSE NC - AG	UN	1	563429.25	563,429.25					Open				
<a href="#">Show</a>	2	Goods			MONTAGE, TEST EN PLATEFORME et DÉMONTAGE, Machine prête au transport Remarques : - 25% du total de la commande - selon Cahier Des Charges signé n° 11824-00097-GS1 Rev.-	UN	1	313016.25	313,016.25					Open				
<a href="#">Show</a>	3	Services			INSTALLATION DE COUPEUSE NC - AG SUR SITE CGR (Brésil),	UN	1	250413	250,413.00					Open				
<a href="#">Show</a>	4	Services			DEMARRAGE DE COUPEUSE NC - AG SUR SITE CGR (Brésil) ET FORMATION, Remarques : - 9,6% du montant total de la commande - Selon Cahier Des Charges signé n° 11824-00097-GS1 Rev.-	UN	1	120718.5	120,718.50					Open				
<a href="#">Hide</a>	5	Services			ASSISTANCE EN PERIODE PROBATOIRE (après RF + 1 sem), Remarques : - 0,4% du montant total de la commande - Selon Cahier Des Charges signé n° 11824-00097-GS1 Rev.-	UN	1	4488	4,488.00					Open				

**Shipments**

Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount Promised	Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split	Reason	Action
1	<a href="#">FIA_9970</a>	1	4488		4,488.00		01-Jul-2016 05:59	01-Jul-2016 05:59:00					Open				

**Additional Change Requests**

If you need to submit more changes in addition to those that have been submitted above, you can specify them here

Additional Changes

Use this text field if your request does not concern the above possibilities.

[Return to Orders: Purchase Orders](#) [Cancel](#) [Printable View](#) [View Change History](#) [Export](#) [Submit](#)

1

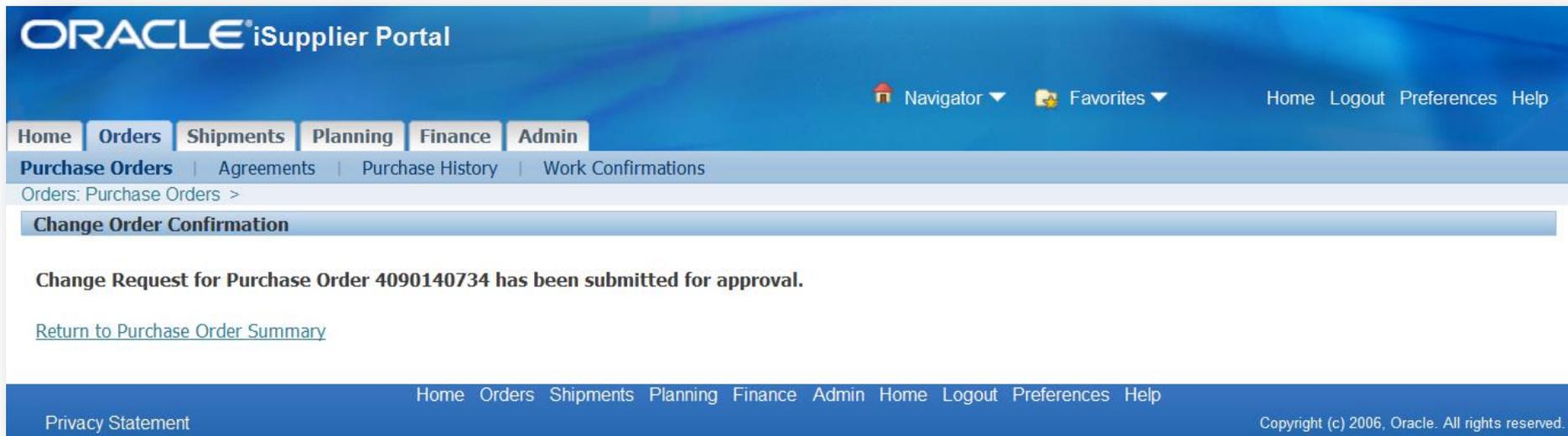
2

3

- 1 In the **Action** drop-down menu, select **Change**.  
Enter your request in the field provided on the line.
- 2 Completing the reason for the change in the **Reason** field.
- 3 Submit your request by clicking [Submit](#)



The **Change Order Confirmation** indicates that the change request was submitted to the buyer.



The screenshot displays the Oracle iSupplier Portal interface. At the top left, the logo reads "ORACLE® iSupplier Portal". On the right side of the header, there are links for "Home", "Logout", "Preferences", and "Help", along with "Navigator" and "Favorites" dropdown menus. Below the header is a navigation bar with tabs for "Home", "Orders", "Shipments", "Planning", "Finance", and "Admin". Under the "Orders" tab, there are sub-links for "Purchase Orders", "Agreements", "Purchase History", and "Work Confirmations". The main content area features a highlighted "Change Order Confirmation" section with the message: "Change Request for Purchase Order 4090140734 has been submitted for approval." Below this message is a link that says "Return to Purchase Order Summary". At the bottom of the page, there is a footer with "Privacy Statement" on the left and "Copyright (c) 2006, Oracle. All rights reserved." on the right. A secondary navigation bar at the bottom center contains links for "Home", "Orders", "Shipments", "Planning", "Finance", "Admin", "Home", "Logout", "Preferences", and "Help".

The buyers response will appear on the iSupplier Portal home page, section **Notifications**.